

DUAL ENROLLMENT – TAA AND DISLOCATED WORKER

- 1) **Eligibility Documentation:** TAA to collect WIA eligibility documentation prior to referring client to WIA staff for co-enrollment.
 - *Toolbox Implication: If they are not WIA eligible, their name should not appear on the Pending Report in Toolbox.*
- 2) **Bi-Weekly Meetings:** Rapid Response coordinators will be responsible for the dual enrollments under WIA, and will meet with TAA staff at least every other week (bi-weekly meetings).
- 3) **Orientation:** TAA clients will be required to go to the orientation which will be a joint orientation with WIA and TAA staff.
 - *Toolbox Implication: If they do not want WIA services, their name should be moved to another column on the Pending Report in Toolbox.*
- 4) **IEP:** TAA staff and WIA staff will use the on-line IEP and will both be responsible for preparing and updating the IEP.
- 5) **Verification of Employment:** WIA staff will be responsible for obtaining the verification of employment and will document the placement information in Toolbox.
- 6) **Exit Dates:** TAA staff and WIA staff will agree on exit dates for dually enrolled clients.
- 7) **Follow-up:** WIA staff will be responsible for documenting follow-up via the 800 codes in Toolbox.